



City of Cincinnati Board of Health Finance Committee

Wednesday, July 19, 2017

Room 324

Mr. Ronald Robinson, Chair of the Board of Health Finance Committee, called the July 19, 2017 finance committee meeting to order at 3:05.

Roll Call

Board of Health members present: Ronald Robinson, Kate Schroder

City of Cincinnati Primary Care (CCPC) Board members present: Ashley Colmenero

Senior Staff present: Marilyn Crumpton, Robert Schlanz

Ex-Officio Members present: Tim Collier, Chair of the Board of Health

Topic	Discussion	Action/Motion	Responsible Party
Approval of Minutes	The Committee Chair asked the Committee members if everyone had the opportunity to review the minutes. The committee members responded affirmatively.	The Committee approved and accepted the minutes as distributed.	Ronald Robinson
Video by City Manager, Harry Black, about the City of Cincinnati Budget.	Dr. Crumpton shared that the City Budgeting process is largely about the allocation of General Fund dollars and added that CHD received 16.8 million in General Fund dollars in the 2018 budget down from 17.4 million. This downward slope is an ongoing trend for CHD and is the reason why we actively pursue other revenue streams.		Marilyn Crumpton

2018 Budget Schedule	<ul style="list-style-type: none"> • Mr. Schlantz provided a copy of the City of Cincinnati Fiscal Years 2018-2019 Biennial Budget Schedule. He went through the entire schedule and explained each step to the Committee. • Mr. Schlantz also shared instructions are issued to departments for their budgets with only a four-week turnaround provided and that the 2019 is just an idea for next year's budget but that the focus is really just on a one-year budget. • The Committee members asked questions about the possibility of carrying-over money into the next fiscal year, how departments deal with a problem of over-spending their budgets, the process CHD uses to make mandated cuts, and an explanation of restricted funds. Mr. Schlantz explained each of the processes for each of the questions asked. 	<ul style="list-style-type: none"> • The Committee requested that a calendar of the budget process for the next 18-months be created. 	Robert Schlantz
Finance Committee Fund Report	<ul style="list-style-type: none"> • Mr. Schlantz provided the group a list of Health Department Restricted funds. Sixty- 		

	<p>five percent of CHD funds are restricted and come with requirements. Mr. Schlanz clarified that some restricted funds have more latitude than others and that all CHD restricted funds are self-sustaining.</p> <ul style="list-style-type: none"> • The committee discussed how the revenue projections are developed for the funds and who within CHD writes the budget for each fund. Mr. Schlanz explained the drivers of revenue for various funds. • The Committee then asked if overhead was calculated into each fund and had a discussion about the importance of noting the cost of overhead for each program even if it has to be counted as an “in-kind contribution” because it is not funded. • Mr. Schlanz explained that at CHD’s request, some of the funds will be consolidated by August 2017 which will give CHD more latitude on how the money can be spent. • The Committee then discussed empowering staff within the organization to have a more active role in the budget process. Dr. 	<ul style="list-style-type: none"> • The Chair will provide additional detail regarding overhead formula used by other entities that pursue grant funding. 	<p>Ronald Robinson</p>
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	<p>Crumpton shared the training received by CHD leaders in various divisions and the different ways that the divisions participate in the development and management of their budgets.</p> <ul style="list-style-type: none"> • The group asked why participation in this process was optional and had a discussion on the unions, employee longevity, and inconsistent accountability and how all three play a role. • The Committee then discussed when Accreditation brings in the budgeting process and what the performance management system within Accreditation involves. 	<ul style="list-style-type: none"> • The Committee concluded that consistency and accountability in training on financial management is important and that there needs to be more opportunities for the management team to participate in the budget process. • Mr. Schlantz and Dr. Crumpton asked the Committee to respect the process of Accreditation which should help tighten up this area and provide more opportunities for training. The CHD application for Accreditation is expected to be submitted by the end of this summer so the results of the process could be seen in the upcoming budget process. 	
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Meeting Adjourned 5:10 p.m.

Next Meeting, Wednesday August 16, 2017 at 4:00 p.m.

Minutes prepared by Vicky Minnich